

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 08-049 /ANG 08-010

OPENING DATE: 15 February 2008

CLOSING DATE: 17 March 2008

ANTICIPATED FILL DATE: 27 Apr 08

POSITION TITLE AND NUMBER

Information Technology Specialist
PDCN 90034CEW00, MD#: 1224-515

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J6, NCARNG
Ft. Fisher, North Carolina

GRADE AND SALARY (Includes Special Salary Rate)

GS-2210-11 \$56,815.00 - \$73,860.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE:** Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. The application or resume must reflect the required 36 months experience. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of, and skill in applying network design principles and concepts, network architecture principles and concepts, network protocols, remote access technology concepts, network operation and maintenance concepts and methods, network management tools, configuration management concepts and practices, network topology concepts, LAN/WAN principles and methods, network optimization techniques and acquisition management policies.
2. Skill in configuring hubs and switches, monitoring network performance, performing network diagnostics, analyzing network traffic patterns and installing network software fixes and upgrades.
3. Skill in establishing connectivity between remote sites, creating network maps, troubleshooting network problems (outages) and implementing configuration management plans for complex LANs and WANs.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina National Guard (NCNG). NCNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCNG shown under Military Assignment on this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Officer/Warrant Officer/Enlisted position in the NCNG is mandatory. (O: 25, 53; WO: 250N, 251A; Enl: CMF 25B/U/Y/Z; AFSC: 33XX, 2E2X1, 3C0X1, 3C2XX)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the Army National Guard State Area Command Headquarters, Directorate of Information Management. The work of this position involves management of data servers and data routing devices at geographically dispersed locations throughout the state in support of The Adjutant General's wide area command and control data network. Analyzes equipment and software reliability and utilization reports to identify and define problem areas and to establish computer and telecommunications performance levels. Recommends methods and procedures and coordinates corrective action to optimize utilization of present equipment. Utilizes benchmarks and performance measurement and evaluation data to manage network servers and data routing devices to support normal and surge workload. Works with technical support personnel in resolving critical problems. Uses remote management software tools to maintain and update configuration, protocol and user files. Documents changes to configuration, protocol and user files as made. Take appropriate action when backup processes are not completed. Assist users as necessary with data, configuration and protocol restoration. Oversees management of The Adjutant General's statewide command and control electronic mail and scheduling system. Coordinates with headquarters staff elements, USPFO and troop units for the establishment and continuation of electronic mail and scheduling services. Oversees administration of electronic mail passwords, permissions and access rights. In coordination with ADPE security manager, takes appropriate measures to maintain E-mail security and regain system integrity if this integrity is jeopardized or lost at any time. Develops plans and procedures for remote installation of applications and upgrades using state of the art software distribution methods. Monitors distribution of applications and upgrades insuring compliance with regulations and copyright laws. Insures accurate records of authorized users of distributed software are maintained. Trains lower graded computer specialists to use remote management tools to administer user and group accounts; create and delete users and add or remove group members; assign user and group rights and permissions. Oversees administration of user passwords and coordinates with ADPE security manager on LAN and workstation security issues as required. Design trust relationships as required. Assists users removing or disinfecting viruses from network and workstations. Recommends and participates in the implementation of standard operating procedures, software and controls for various computer systems to ensure appropriate levels of security. Assists in the review and evaluation of existing software and procedures and provides methods of reporting and correcting ADP security violations or breakdowns. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1